

**WV CAPITOL COMPLEX AND STATE OWNED PARKING LOTS  
PARKING SPACE USE AGREEMENT**

I, \_\_\_\_\_, by signature below, agree to be legally bound by the following terms and conditions of this agreement:

1. I understand that receiving an assigned employee parking space is a privilege, not a right.
2. I understand that owing more than ten (10) unpaid violations issued by the Department of Administration (DOA) may result in any or all of the following:
  - a. My assigned parking space may be suspended temporarily or revoked permanently.
  - b. My assigned parking space may be deleted from my employer's parking allotment by the Department of Administration, at their sole discretion.
  - c. Failure to pay said tickets/violations and any applicable late fees, may result in the placement of an immobilization device (boot) placed on my vehicle until said tickets/violations and any applicable late fees are paid in full, or until I execute an assignment which complies with West Virginia Code §21-5-3, specifically authorizing that a portion of my wages be assigned to the State of West Virginia to pay said tickets/violations and any applicable late fees in full.
3. I understand that it is my responsibility to ensure that the hanging placard I have been issued is properly displayed (immediately behind the rearview mirror), in the event it will not fit the rearview mirror, I will display the placard appropriately on the dash of the vehicle at all times while I am parked in my assigned parking space and that failure to do so shall be considered a parking violation.
4. I understand that in the event I lose my hanging placard or require an additional placard; I must pay the replacement/secondary placard fee in effect at that time.
5. I understand that in the event my hanging placard is damaged, then I may obtain a replacement placard, at no charge, by returning the damaged one to the Department of Administration. I further understand that if I do not have the damaged placard, then I will be required to pay the replacement/secondary placard fee in effect at that time.
6. In the event that I do not have my hanging placard, access card (if applicable), that it is my responsibility to notify the parking attendants and park only in an area designated by the parking attendants and that my failure to so notify shall result in issuance of a parking ticket/violation.

**Signature of Employee:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Date:** \_\_\_\_\_